

RESEARCH CENTRE BY-LAWS FOR THE CENTRE FOR INTERDISCIPLINARY RESEARCH IN MUSIC MEDIA AND TECHNOLOGY 2024

1. Name and Location of Research Centre

Centre for Interdisciplinary Research in Music Media and Technology, hereinafter CIRMMT or the Centre. Located at Schulich School of Music, McGill University, 527 Sherbrooke St. W., Montreal, QC H3A 1E3

2. Partner Institutions

The Centre's partner institutions include McGill University, Université de Montréal, Université de Sherbrooke and École de technologie supérieure; hereinafter the partner institutions.

3. Mission

- To undertake interdisciplinary research in the broad area of music and sound.
- To develop innovative approaches to the scientific study of music, media and technology.
- To promote the application of newer technologies in science and the creative and performing arts.
- To provide an advanced research training environment.
- To provide an internationally recognized crucible for the development of an interdisciplinary culture between artists and scientists.
- To disseminate research through a variety of media.
- To form partnerships with the public and para-public sectors in Quebec, Canada and internationally.
- To foster knowledge and technology transfer with industrial and commercial partners.

4. Management

- The Board oversees CIRMMT's management and is responsible for approving the research direction and priorities, membership, and budget decisions.
- The Executive Committee handles policy decisions and resource allocations.
- The Director and Associate Directors manage day-to-day operations.
 - If the Director takes an extended leave, the Executive Committee nominates an Associate Director to manage the Centre.
 - If an Associate Director takes an extended leave, the Executive Committee may nominate a regular member to replace them.
- The International Advisory Council, with artistic, scientific/technological, and industrial branches, offers guidance on collaborative research, research evaluation, articulation of international research agendas, and development. The Board consults the council electronically, and council members participate in Board meetings as needed.
- The EDI committee aims to provide guidance and solutions for CIRMMT to provide a positive, inclusive, and equitable research environment in which everyone is welcome, regardless of race, gender identity, sexuality, disability, or any other trait.

4.1. Membership of the Board

The Board's membership comprises:

- Ex-officio positions:
 - Dean of the Schulich School of Music (chair)
 - At least one Dean or delegate from each partner institution
 - Vice-President (Research) or delegate of each partner institution
 - Provost of McGill University or delegate
 - Director of CIRMMT
- Elected positions:
 - Four active Regular Members equally representing both 1) artistic and scientific research and 2) partner institutions

- A graduate student member and/or post-doctoral fellow
- One representative from each International Advisory Council branch, selected by the board on a rotating basis.

Faculty members serve three-year terms. Student members serve two-year terms. Appointments are typically renewed once for those from McGill University and twice for those from other partner universities. Exceptions to renewals may occur based on low partner institution Regular membership.

4.2. Membership of the Executive Committee

The Executive Committee includes:

- The Director
- 2 Associate Directors
- The Associate Dean, Research, from the Schulich School of Music
- Members representing the research axes
- One student representative

The Committee meets once a month.

4.3. Membership of the International Advisory Council

The International Advisory Council is made up of internationally renowned innovators and researchers in the realms of the arts, sciences and technologies of sound and music. The Board approves the membership of the International Advisory Council, ensuring equal representation from artistic, scientific/technological, and industrial sectors. Members serve renewable three-year terms.

4.4. Membership of the Equity Diversity and Inclusion (EDI) Committee

The EDI committee is comprised of any CIRMMT member interested in the subject, including regular members, collaborator, and students.

The committee will be run by a chair or two co-chairs who will serve for a minimum of one-year. The committee will not be chaired by a member who is on the Executive Committee.

Participation by all other members can be on a regular or on an ad hoc basis.

The Committee meets 4-6 times per year.

5. Appointment of Director and Associate Directors

A subcommittee, comprising the Board Chair and three Regular Members, recommends Director nominations to the Board. The Board may initiate a Director search, if necessary.

- The Director must have a full-time position at McGill to be eligible for the role.
- The Director is accountable to the Board and serves as an ex-officio member of the Schulich School of Music Executive Committee.

The Executive Committee recommends nominations for the two Associate Directors (Artistic Research; Scientific and Technological Research) to the Board.

The Board's recommendations for the Director and Associate Directors' appointments are conveyed to McGill's Provost by the Chair of the Board for approval.

Each term is three years, renewable once. Teaching release decisions rest with the head of the home unit of the Director and Associate Directors, or the implicated faculty's Dean.

6. Membership

CIRMMT has the following six classes of membership:

- i. **Regular Member:** Senior researchers (i.e., faculty members from partner institutions, other institutions, or industry) whose principal research affiliation is with the Centre.

- ii. **Collaborator:** Adjunct professors, faculty from partner and non-partner institutions not primarily affiliated with CIRMMT, technical and research associates/assistants and researcher-creators. Collaborator members are not eligible for CIRMMT funding and cannot sponsor student members.
- iii. **Visiting Academic:** Short-term visiting researchers or researcher-creators, of up to one year, with the same privileges as Collaborator members.
- iv. **Post-doctoral/graduate student member:** Regular and visiting post-docs and graduate students, eligible for some funding.
- v. **Undergraduate and visiting student members:** Regular and visiting undergraduate students, eligible for some funding.
- vi. **Honorary Lifetime member:** Retired Regular Members or emeritus professors recognized for significant contributions to CIRMMT's mission or community.

To apply for **Regular Membership** at CIRMMT, researchers must submit their CV, a letter of intent outlining their interest, and two recommendation letters from Regular Members to the Executive Committee. Selected candidates are strongly encouraged to present their work in a seminar to the Centre's research community.

To apply for **Collaborator membership**, researchers must submit their CV, a letter of intent, and two letters of sponsorship from Regular Members to the Executive Committee. Researchers who were previously Student Members and are seeking Collaborator Membership within two years of having finished their studies must submit their CV, a letter of intent, and **only one** letter of sponsorship from a Regular Member to the Executive Committee.

The Board ratifies nominations for new Regular and Collaborator Members and renews memberships.

To apply for Student Membership, post-doctoral, graduate, undergraduate, and visiting students require sponsorship from a Regular Member **and** must be engaged in a research project within the Centre's mandate. Prospective Student Members must submit a brief written statement explaining their interest in joining and how their research aligns with the Centre's objectives. The Director(s) or delegate(s) review applications.

Regular and Collaborator Memberships lasts three years, renewable. Post-doctoral/Graduate, Undergraduate, and Visiting Student memberships last three years, renewable, or for the duration of their studies if shorter.

Renewals for Regular, Collaborator and Student members will be processed during the Fonds de Recherche du Québec (FRQ) applications and mid-term reviews and will be requested via the FRQ platform and/or by email.

7. Budget

The Director, in consultation with the Executive Committee, prepares CIRMMT's budget for approval by the Board.

8. Allocation and Accessibility of the Centre's Facilities and Equipment

CIRMMT's central laboratories are available to all members to facilitate interdisciplinary, collaborative research projects. These labs have no default users. The Director and Executive Committee, guided by the Centre's Laboratory Allocation Policy (Appendix A), oversee space and equipment allocation. Upon request, members may temporarily loan research equipment that is

- a. not part of the default lab configurations and
- b. not currently in use in the central laboratories.

Regular members may appeal resource allocation decisions to the Board for final decision.

CIRMMT's facilities, including laboratories and offices, are accessible to all members following the Centre's Laboratory Allocation Policy. CIRMMT is located on the 8th floor of the Elizabeth Wirth Music Building, accessible by elevator.

9. Annual Report & General Assembly of Research Centre

The Director prepares CIRMMT's Annual Report, including all financial details of the Centre's operations, for presentation to and approbation by the General Assembly and the Board of Directors.

An annual General Assembly of all CIRMMT members, chaired by the Chair of the Board, convenes to approve the annual report before submission to the Board.

Only Regular Members hold voting rights on presented motions. An Extraordinary General Assembly may be called if requested in writing; sent to the Chair of the Board, signed by at least 2/3 of Regular Members.

10. Meetings of the Board

The Board convenes annually to receive the Annual Report, review activities and membership, approve the budget, provide long-term research and development strategies, and address any difficulties arising over the past year. The approved report is submitted to McGill University's Vice-President (Research), in their capacity as the chief research officer of the University.

An Extraordinary Meeting may be called if requested in writing; sent to the Chair of the Board, signed by at least 2/3 of Regular Members.

11. Research Agreements, Contracts, Grants and Gifts

CIRMMT cannot enter into research, grant, or contract agreements without co-signatures of the appropriate University signing officers. Gifts to the Centre must be managed through the appropriate University channels.

12. Modification to the bylaws

Executive Committee and the Board must approve all changes to the bylaws.

13. Dissolution of the Research Centre

If CIRMMT no longer satisfies the basic requirements laid down by McGill University, e.g., insufficient membership, lack of demonstrable research activity, failure to file Annual Reports or by a vote of the membership at the Annual General Assembly, the Vice-President (Research) of McGill University can recommend to the Provost of McGill University that the Research Centre be closed.